

R 101 J

Chief, Management Staff

18 October 1957

Chief, Records Management Staff

Weekly Report - Week Ending 16 October 1957

1. Contributionsa. Tangible

- (1) At the request of the Office of Logistics made an analysis of an inventory of surplus filing supplies in the Warehouse and recommends ways to utilize approximately \$3,000. worth of folders and file guides.
- (2) Completed the installation of two Subject-Numeric files in the Office of Personnel and in the process destroyed 2 cubic feet of records and retired 3 cubic feet in the Records Center.
- (3) Completed 4 new and revised forms.
- (4) Three hundred and one cubic feet of inactive records were transferred from office space to Records Center; the Records Center destroyed 32 cubic feet.

b. Intangible

- (1) Briefed 2 JOF's on the Records Management Program.
- (2) [] were invited to attend a meeting of the Administrative Assistants of OPR. [] Chief of the Administrative Staff, OPR, explained the purposes of the filing system now being installed and the importance of following the records control schedules.

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2. Assignments - Activea. Audit of Records Control Schedules.

- (1) Office of Personnel - Proposed schedules have been approved for 3 divisions. A significant result of this audit has been that requisitions for 7 pieces of Safe Filing equipment which would have cost about \$3,000. were cancelled. This was accomplished by retirement of records and the transfer of excessive equipment from one office to another.

- (2) Office of Operations, Contact Division - Project 35% complete.

A significant factor in this project so far is that there was a records control schedule which prevented the destruction of file material.

Permitted

J/m

b. Installation of Filing Systems.

- (1) OHR - Project 10% complete.

- (2) Office of Personnel - 35% complete.

c. Review of Schedules for Deposit of Vital Personnel Records.

d. Fourteen new and revised forms in process.

e. Forms Management Study, Printing Services Division. Completed the collection of forms at the [redacted]

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f. Filing System Survey, Map Library Division, OHR.

g. Review of requisitions for filing equipment and file supplies. Disapproved 2 requisitions for Safes.

h. Shelf file installation, Office of Communications. Four possible installations under consideration. One at [redacted] agreed to.

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3. Assignments - Inactive

a. CI [redacted] Space Layout and Equipment Survey.

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b. Space and Equipment Survey, Office of the Comptroller.

c. IR, Shelf file.

d. Office of Security, Shelf file.

e. Office of Comptroller, Shelf file.

4. News

- a. Additional shelving is ready for installation in the processing area in the Records Center. This will provide temporary relief for the storage of inactive records until the new addition is completed.

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Mgt/S/RMB/ [redacted]

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